



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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|---|--|---|--------------------|--|--|
| 1. Application Date 2-23-72 | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 14 1972 85 MAR 14 1972 | |
| 2. Agency Application No. DPH-21 | | | | 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Food Sanitation Service 47 Trinity Avenue Atlanta, Georgia | |
| 4. Person to Contact Mr. Garnet DeHart | | | | 5. Working Title Food Sanitation Section | |
| | | | | 6. Tel. No. 656-4883 | |
| 7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | |
| 8. Inclusive Dates 1967 - Present | | 9. EXACT SERIES TITLE Institutions/Colleges Food/ Services Files | | | |
| 10. What function performed resulted in creation of this series State regulations require that food establishments submit on application to the local health department and to the State Office for review of plans and specifications for construction of food service establishments. The state office reviews the plans and specifications to check for compliance of state regulations. Notations are made and referred to the local health department for them to check on compliance on notations or adjustments. Correspondence regarding each type of food establishment is maintained as this is a one time construction usually. | | | | | |
| 11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Institutional - Penal, educational, medical, evaluational, psychiatric, nursing homes | | | | | |
| 12. | | | | | |
| EQUIPMENT OCCUPIED | | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | |
| Letter-size File Drawers | | 1 | 1 1/2 | 1/2 | |
| Legal-size File Drawers | | | | 3/4 | |
| | | | | In Office(s) | |
| | | | | In Storage Area(s) | |
| | | | | By Annual Accumulation | |
| | | | | This Year's Last Year's Preceding Year's All Prior Years' | |
| | | | | AVERAGE DAILY REFERENCES | |
| | | | | 2 1 0 0 | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Mr. Ben Wright - Environmental technologist

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area _____ month(s) / 1 year(s), then:
- 1 ☒ Destroy.
- 2 ☐ Transfer to records center; hold _____ year(s), then:
- a. ☐ Destroy.
- b. ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or _____ year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

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|--|---|---|---|
| Inventory taken by <i>Ben Wright</i> | Recommendations prepared by <i>Garrett H. DeHart</i> | Approved for Division Date <i>W. Sprinkle</i> | Records Management Officer Date <i>Don M. Hume 2-23-72</i> |
| Recommendations in Paragraph 25 are: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Head of Agency <i>John H. Venable, M.D.</i> | Date |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director, Archives & History <i>Garroll Hart</i> | Date <i>3-13-72</i> |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Secretary of State <i>Beau J. Tostan</i> | Date <i>3-14-72</i> |
| | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Governor of Georgia <i>Jimmy Carter</i> | Date <i>3-14-72</i> |